



**Policy:** 2003  
**Procedure:** 2003.06  
**Chapter:** Employee Standards  
**Rule:** Employees Subject to Prohibited Possessor Status, Orders of Protection or Injunctions Against Harassment

**Effective:** 03/05/08  
**Replaces:** N/A  
**Dated:** N/A

### **Purpose:**

All Arizona Department of Juvenile Corrections (ADJC) employees shall notify the Department upon attaining prohibited possessor status or receiving Orders of Protection or Injunctions of Harassment. The Department shall ensure that the firearm restrictions are enforced and may initiate an investigation.

### **Rules:**

1. Any **EMPLOYEE WHO IS A PROHIBITED POSSESSOR OR WHO ATTAINS PROHIBITED POSSESSOR STATUS** shall immediately inform his/her supervisor in writing of how and when the employee attained prohibited possessor status.
  - a. **Prohibited Possessor Status:** Any person who has been found to be a prohibited possessor as defined in Arizona Revised Statutes (ARS) § 13-3101(6).
2. **EMPLOYEES** subject to Orders of Protection or Injunctions Against Harassment shall immediately:
  - a. Inform his/her supervisor in a written memorandum indicating when the employee was served with the Order of Protection or Injunction Against Harassment; and
  - b. Provide a copy of the Order or Injunction to his/her supervisor.
3. Within one day, the employee's **SUPERVISOR** shall place the memorandum, Order, or Injunction in the Supervisor's file and forward a copy:
  - a. To the Attorney General Liaison (AGL) for review; and
  - b. To Inspections and Investigations Division (IID) to determine whether an investigation should be initiated.
4. **EMPLOYEES** subject to Orders of Protection or Injunctions Against Harassment shall abide by all provisions of the court order, including firearm prohibitions, until or unless the order is quashed, modified, or expires.
5. If a firearm prohibition is included in an Order of Protection served on an **EMPLOYEE** who is required to carry a firearm while on duty:
  - a. The **SUPERVISOR** shall immediately assign the employee non-enforcement duties and take possession of any Department-issued firearm(s) with all issued magazines, ammunition and equipment such as holster and magazine carrier;
  - b. The **SUPERVISOR** should recommend the employee request a hearing with the issuing court to appeal the Order or to have the Order amended to allow the employee to carry a firearm while on duty;
  - c. If the **EMPLOYEE** is unable to obtain authorization to carry a firearm on duty after 14 calendar days, **ADJC** may reassign the employee to a position not requiring firearm use. If no position is available, the **EMPLOYEE** shall request leave or go on leave without pay if appropriate leave is not available;
  - d. **ADJC** may take appropriate disciplinary action up to and including dismissal if the **EMPLOYEE** cannot obtain and maintain the ability to carry a firearm.

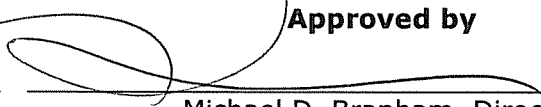
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- e. Upon proof of the expiration, quashing, or amending of the Order that allows the employee to carry a firearm on duty, the **SUPERVISOR** may return the employee to his/her law enforcement position.

**Effective Date**

3/05/08

**Approved by**



Michael D. Branham, Director